

City of Newport News  
Department of Engineering  
2400 Washington Avenue  
757-926-8693

Site Plan Checklist  
(Class 2 Site Plan)

A Class 2 Site Plan Application will not be accepted without submitting twelve (12) copies of the site plan, paying the following applicable fees and completing the attached Class 2 Checklist.

Filing Date:
Project Name:
Project Address:
Name of Applicant:
Address of Applicant:
City, State, Zip Code:
Phone/Fax Number:

NON-REFUNDABLE FEES:		Account #
Filing Fee	\$220.00	130332
Inspection Fee	\$35.00	130333
Total	\$255.00	130336
Revised Plan Filing Fee	\$100.00	130333

The Site Plan Review Committee will meet and review your site plan at 2:00 P.M. on the third Tuesday after the date of this application unless otherwise notified. The Committee meets in the Department of Engineering Conference Room on the 7<sup>th</sup> floor of City Hall, located at 2400 Washington Avenue, Newport News. The Owner/Applicant is encouraged to attend the Site Plan meeting for this site plan to respond to questions and comments which may expedite approval of your plan. The Site Regulations require a City response within twenty (20) working days after a site plan is properly submitted.

Meeting Date:\_\_\_\_\_ Response Due ate:\_\_\_\_\_

My signature, acting on behalf of the property/owner, gives the designated Personnel of the City of Newport News the right of entry on this project. For the purpose of inspection and monitoring for compliance with Chapter 33.02, Site Regulations, of the City Code.

\_\_\_\_\_  
Applicant

**CITY OF NEWPORT NEWS DEPARTMENT OF ENGINEERING**  
**CLASS 2 SITE PLAN – CHECK LIST**

*A Class II Site Plan delineates the overall development of a site (see Site Regulations 33.02-32).*

This checklist is intended to aide an applicant in making a complete submittal of a Class II Site Plan but does not preclude the applicant from reviewing and applying the requirements of the Site Regulations. The applicant shall sign indicating that all checklist items have been addressed on the site plan. The applicant shall submit this Checklist with the Site Plan application; twelve (12) copies of the site plan and pay the appropriate fees.

CHECK LIST ITEMS	X	
	YES	N/A
1. Name of the development and the street address.		
2. Name and address of the Owner of record.		
3. Name and address of the Developer/Applicant (if other than Owner).		
4. Tax identification number of the subject parcel.		
5. The current zoning of the subject parcel.		
6. If a building is proposed:		
a. Proposed water and sewer connections (if applicable).		
b. The intended use of the building.		
c. The height of the building.		
d. Building setback lines as required by the Zoning Ordinance.		
7. Site Statistical data: Total site area, developed area, pre-construction impervious area and post construction impervious area.		
8. Parking Calculations: Parking requirement formula, number of required parking spaces, number of provided parking spaces, number of handicap parking spaces required and provided.		
9. Green Area Calculations: For the Total Site (indicate green area provided before addition and after addition) and for the Developed Area (indicate green area required and provided).		
10. If the Developed Area is less than the Total Site, is the Developed Area clearly delineated on the site plan?		
11. Names of the property owners for the adjoining properties.		
12. The current zoning of the adjoining parcel.		
13. Are transitional buffers required between?		
a. If so, are they shown and labeled on the site plan?		
14. Are there any special exceptions, variances, conditional use permits, or PRD approvals that affect the site?		
a. If so, the conditions, identifying number and approval date need to be provided on the plan.		
15. Date, scale and north arrow provided.		
16. A vicinity map showing the location of the site in relation to one or more public streets (preferably drawn at a scale of 1"=1000').		
17. Limits of clearing.		
18. Tree protection fencing, shown on all plan views, and a tree protection fencing detail (see attachment A)		
19. Methods of collecting, retaining, directing or disposing of stormwater (including appropriate drainage calculations) shown and provided.		
20. Is the property located in the Chesapeake Bay Preservation Area?		
a. If so, the RMA and RPA need to be delineated on the plan		
21. Landscaping plan providing the number, location, size and species of landscaping material.		
22. Completed green area and landscaping table attached to the plan (see Attachment B).		

## CLASS II SITE PLAN – CHECK LIST

CHECK LIST ITEMS		X	
		YES	N/A
23.	Landscape strip (shown and labeled) along major streets (10% of the right-of-way width or 10' whichever is greater) with a minimum of one tree every 30' on center.		
24.	If a parking lot, traffic area or loading and unloading area is proposed:		
	a. The pavement needs to be separated from the green area by concrete curbing, concrete wheel stops (spaced no more than 6" apart) or other approved landscape barrier		
	b. The City standard pavement cross section for drive aisles and parking stalls need to be provided (see attachment C).		
	c. The parking stalls and drive aisles need to be dimensioned (including handicap spaces and striped areas).		
25.	The City standard commercial entrance (CG-10A-NN) needs to be provided (if applicable).		
26.	Are two fire hydrants, within 500' of the building, shown and/or provided?		
27.	Lighting plan showing pole locations, photometric readings, fixture schedule and numeric summary (see attachment D).		
28.	Notes, as applicable, attached to the plan (see attachment E).		
29.	If the disturbed area is greater than 2500 square feet, the name and number of the Responsible Land Disturber needs to be provided on the cover sheet.		

The Owner/Applicant is encouraged to attend the Site Plan meeting, for the site plan, to respond to any questions and comments which may expedite approval of the plan. An incomplete plan submittal may delay the review and approval of the site plan. For further questions or comments, please contact the Site and Subdivision Office at (757) 926-8693 in the Department of Engineering.

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

FIXTURE SCHEDULE							
Symbol	Qty & Arrangement of Fixtures per Pole	Qty of Poles	Mounting Height of Fixture(s)	Lamp Type	Wattage per Fixture	Lumens per Fixture	Fixture Angle Above the Horizontal (tilt)

NUMERIC SUMMARY					
<u>Statistical Area(s)</u>	Maximum Foot-candles	Average Foot-candles	Minimum Foot-candles	Average/Minimum Ratio	Maximum/Minimum Ratio
Parking/Drive Area(s) (curb to curb)					
Open Walkway(s) (Sidewalk Areas)					
Enclosed Walkway(s) (Covered Sidewalks)					
Private Streets (curb to curb)					
Spillage Area (10' perimeter outside PL)					
Entire Site (up to Property Line)					

\*May not be calculated, if the Minimum is 0.0 at some point on the site.

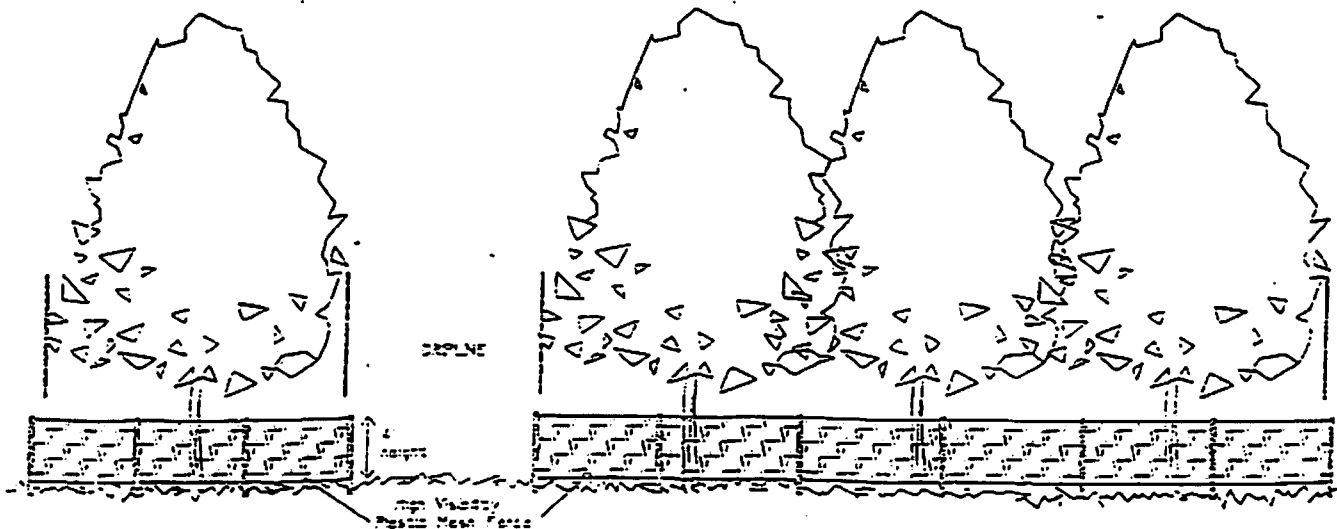
## TREE PROTECTION SPECIFICATION

### PART 1 - GENERAL

- A. Trees that are to be preserved on-site shall be protected during construction in accordance with the following:
1. Trees selected for preservation are shown on the landscaping plan shall be clearly marked in the field by the general contractor.
  2. Trees and groups of trees that are to be preserved shall be enclosed by a temporary fence to be located and maintained at their driplines during construction. Such fence shall be installed prior to clearing or construction and shall be sufficient to prevent intrusion into the fenced area during construction. In no cases shall materials, vehicles or equipment be stored or stockpiled within the enclosure.
  3. The general contractor is responsible for notifying all construction personnel of the presence and purpose of clearing limits and protective fences and for ensuring that the restrictions associated with the same are observed.
- B. Where grade changes in excess of the six inches from existing natural grade level are necessary. Permanent protective structures such as trees wells or walls shall be properly installed.
1. Any exposed roots created by grading, etc. shall be mulched three inches deep with shredded hardwood mulch as soon as possible after damage occurs.

### PART 2 - MATERIALS

- A. Tree protection fencing: Blaze orange. Heavy-duty plastic fence. A minimum of 4'-0" high. Fence shall be securely attached to metal 2" 'U' channel post set a maximum of 8' on center.



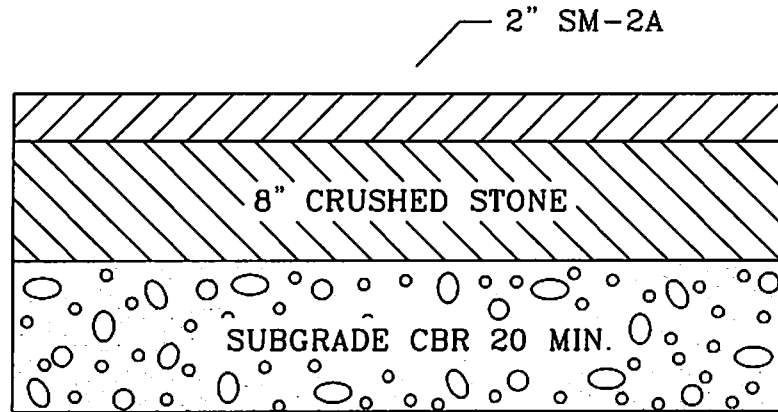
## Green Area and Landscaping Table

Data Input Area (yellow shading)			
Site Plan Name=			
Site Plan Address=			
If double frontage lot, enter "1"		If modifying developed site, enter "1"	
Total area of the site=		Areas of the site to be developed (sq. ft.)=	

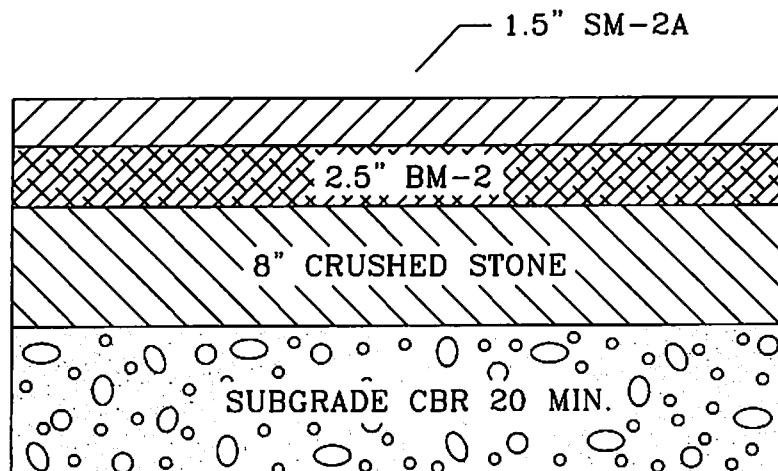
Final Data Output Area (Required)		Information Shown on Site Plan (provided)	
Green Area=		Green Area=	
Green area forward of front building line=		Green area forward of front building line=	
Green area forward of side building=		Green area forward of side building=	
Green area forward of rear of largest building=		Green area forward of rear of largest building=	
Total # of trees=		Total # of trees=	
Minimum # of evergreen trees=		# evergreen trees=	
Maximum # of evergreen trees=		# trees forward of front building=	
# trees forward of front building=		# trees forward of side building=	
# trees forward of side building=		Total # of shrubs	
Total # of shrubs		# deciduous shrubs	
Minimum # of deciduous shrubs=		# shrubs forward of front building line=	
Maximum # of deciduous shrubs=		# shrubs forward of side building=	
# shrubs forward of front building line=			
# shrubs forward of side building=			

Please contact Planning Department for spreadsheet

# MINIMUM PARKING LOT CROSS SECTIONS



## PARKING STALL AREA



## DRIVE AISLE AREA

## City of Newport News General Notes:

1. Exterior concrete shall be Virginia Department of Transportation (VDOT) Class A3.
2. Any and all utilities and/or obstructions (power poles, telephone pedestals, guy wires, water meters, etc.) that are require to be relocated or adjusted due to construction shall be done so at the owner's/developer's expense.
3. There shall be one (1) R7-8 Handicap sign per handicap parking space provided with an additional plate reading "PENALTY \$100 – \$500 TOW-AWAY ZONE. The required R7-8 Handicap Parking sign assembly(s) shall be mounted 4' min. to 7' max. above the parking surface. At least one (1) out of every eight (8) handicap spaces shall be van accessible and all required and designated van accessible spaces shall have additional signage reading "VAN ACCESSIBLE".
4. For the following Site Uses; Educational, Church, Parks, Residential, Manufacturing or Industrial the following Lighting note is to be included. "Exterior lighting must provide a minimum illumination level of 0.6 foot-candles for parking/driving areas, 1.1 foot-candles for open walkways and 4.3 foot-candles for enclosed walkways. Lighting to be installed and maintained in accordance with current Newport News regulations. Lighting shall be directed inward to the site and shield so as not to illuminate or provide glare onto adjacent properties and/or City right-of-ways."
5. For all other uses including but not limited to; Medical, Office Park, Shopping, Wholesale and Retail the following Lighting note is to be included. "Exterior lighting must provide a minimum illumination level of 0.9 foot-candles for parking/driving areas, 2.2 foot-candles for open walkways and 4.3 foot-candles for enclosed walkways. Lighting is to be installed and maintained in accordance with current Newport News regulations. Lighting shall be directed inward to the site and shield so as not to illuminate or provide glare onto adjacent properties and/or City right-of-ways."
6. Prior to construction within any City right-of-way, the contractor shall obtain a Right-of-Way permit from the Department of Engineering. The owner/developer or their representative shall provide an itemized cost of any work within the City right-of-way. A Traffic Control Plan shall be provided for review and approval.
7. All proposed on-site pavement markings shall be reflectorized Type A (paint) or Type B (Preformed or Thermoplastic material) in accordance with the latest edition of the VDOT Road and Bridge Specifications. Parking spaces shall be delineated by 4" white lines, (Federal Standard Color #595-17886 or equivalent), Handicapped Parking spaces should be delineated by 4" blue lines (Bennete's Paint Blue Wave Q13-28T or equivalent) for spaces and symbols, Fire Lanes and Parcel Pick-up markings shall be 4" yellow (Federal Standard Color #595-13538 or equivalent).
8. All proposed pavement markings within City right-of-way shall be reflectorized Type B (Preformed or Thermoplastic material) in accordance with the latest edition of the VDOT Road and Bridge Specifications and as outlined in the City of Newport News/Department of Engineering's "Pavement Markings – Materials and Applications" specifications except as otherwise noted herein. Federal Standard Color #595-17886 or equivalent shall delineate white markings, Handicapped Parking spaces shall be delineated by Bennete's Paint Blue Wave Q13-28T or equivalent for spaces/symbols and Federal Standard Color #595-13538 or equivalent shall delineate yellow markings. Permanent markings are to be spotted and field verified by the City prior to installation by the contractor.
9. All traffic signage and pavement markings shall meet the fabrication and/or installation requirements of the Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition.
10. All construction methods and materials shall conform with the current City of Newport News Design Criteria Manual, VDOT Standards and Specifications, VDOT Road and Bridges



Standards and Specifications, latest edition of the Hampton Roads Planning District Commission (HRPDC) Regional Construction Standards and the City of Newport News special provisions, Virginia Erosion and Sediment Control regulations and any other applicable City or State ordinances, codes and law prior to any construction activity

11. A pre-construction meeting is required. Contractor shall contact the Construction Inspector for the Department of Engineering, at 933-2311.
12. A land disturbance permit is required. Prior to any land disturbing activity, all erosion and sediment controls identified for the project must be in place and inspected by a Department of Engineering, Erosion and Sediment control inspector.
13. All Proposed PVC sanitary sewer pipe and fittings shall be ASTM 3034 SDR 26.
14. All proposed Ductile Iron sanitary sewer pipe shall be minimum thickness Class 52.
15. All proposed Ductile Iron sanitary sewer force main compact fittings shall have a minimum acceptable pressure rating of 250 psi.
16. All sanitary sewer gravity pipes placed below 10 feet in cover or less than 3 feet in cover shall be ductile iron.
17. A City of Newport News standard cleanout shall be placed at the City right-of-way for all sanitary sewer laterals.
18. Any sanitary sewer gravity line that crosses a water line with 18 inches or less of vertical separation shall be ductile iron.
19. Any sanitary sewer gravity line that runs parallel to a water line with less than 10 feet of separation, the line shall be ductile iron.
20. There shall be no storm water line connections to the sanitary sewer system.
21. Fire hydrants must be located so that at least one of the hydrant distances will reach the rear of the building. The required distances of the fire hydrants, as well as the required fire flow, is set by the current edition of the water design standards of Newport News Waterworks. Minimum fire hydrant spacing is currently every 400' for commercial / industrial application, and every 600' for residential.
22. The hydrant distances shall be measured by an approved route around the exterior of the facility or building, and shall be measured along the natural and unobstructed path of vehicle travel.
23. The Director of Engineering or his authorized representative shall stop all site construction, improvements and/or alterations in the event of any deviation from the approved plan or on the discovery of unexpected adverse impacts of the development activity on adjacent property or public facilities.
24. Identify the location of any fencing, temporary or permanent, or any other potential obstructions to hydrants, fire department connections or fire lanes. Any bushes, trees, fencing, etc. shall be a minimum of 3 feet from fire hydrants and other fire suppression equipment. Canopies must be a minimum vertical clearance of 13 feet 6 inches if they penetrate into a fire lane/fire access road.
25. FDC's shall be located on a street front, a minimum of 40 feet from the building, and no more than 100 feet from a fire hydrant.
26. Plans for automatic sprinkler systems shall be reviewed & approved prior to installation through Newport News Department of Codes Compliance.
27. The fire apparatus access road shall extend to within 150 feet of all portions of the building and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building/facility. (Certain exceptions, such as a fire sprinkler system, may apply.)
28. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of 13 feet 6 inches.
29. Within landscaping and green areas, healthy existing trees of a minimum 6" diameter at breast height, measured at least 4.5' above grade, for single stemmed, deciduous trees, and a

minimum of 8' in height for multi-stemmed or evergreen trees, shall be retained, preserved and protected during construction.

30. The property owner or developer, as applicable, shall be responsible for the perpetuation and maintenance of all site improvements, including landscaping, required by Chapter 33.02 Site Regulations and as shown on the approved plan.
31. All existing trees to remain, located within 50' of the limits of construction, must be tree protected in accordance with Section 33.02-51(b)(1)(e) Site Regulations Ordinance of the City of Newport News, Virginia.
32. Prior to installation of the landscaping materials, an inspection with the Department of Engineering inspector is required. Please contact Construction Inspections at 933-2311.
33. The fire code official is authorized to require more than one fire apparatus access road based on occupancy use, location, etc.
34. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire, rescue, or ladder suppression operations.
35. Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus and shall be surfaced to accommodate all weather driving conditions. (The current minimum weight load utilized for fire apparatus calculation is 80,000 pounds.)
36. The required turning radius of a fire apparatus access road shall be determined by the fire code official. (The current minimum turning radius for fire apparatus is 29'.)
37. Dead end fire apparatus roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
38. Minimum width of all fire lanes shall be 20 feet unless otherwise approved by the fire code official. Fire lanes shall be surfaced to accommodate all weather driving conditions.
39. An approved water supply for fire protection, either temporary or permanent, *shall* be made available *as soon as* combustible material arrives on site.
40. Approved vehicle access for firefighting *shall* be provided to all construction or demolition sites. Vehicle access *shall* be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access *shall* be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access *shall* be maintained until permanent fire apparatus access roads are available.
41. Developer will be responsible for all costs associated with the install, upgrade and relocation of streetlights and utilities (if applicable) for this project.
42. Trees may not be severely trimmed beyond the standards of ANSI A300 Standards for Tree Care Operations as amended.
43. If trees are severely pruned in such a way to remove 50% or more of their height/spread they will be considered damaged and will need to be replaced with trees meeting the requirements of Chapter 33.02 Site Regulations; Article III Site Plan Regulations and Standards; Section 33.02.51 Landscaping and green area required (b)(1)d.
44. Signs are reviewed and approved under a separate submittal and review to the Department of Codes Compliance.